

November 27, 2017 / 9:30 a.m. / Wooderson ROOM

ATTENDEES Jan, Julie, Jyl, Armina, Tracie, Tammara, Holly, Marta, Lindsay, Brian, Sarah

Absent Albert

AGENDA:

1. Thanks from David to those who pitched in to help Michelle and April set up 11/16/17 training in Knudsen.
2. Lindsay shared Accountability PDS training takeaway – 3 rules from a coach to live by: don't be late, don't criticize others and don't curse
3. Follow up on 11/16 Quarterly Financial Manager meeting - comments discussed
 - a. from recommendation to black out alcohol on TP receipt and interesting 30-day travel DAS policy while others cited 8 months using for vacation account. Question: What are consequences with the 30-day travel reimbursement policy? Since Department of Education has this policy it maybe something to check into how they address.
 - b. Regarding Outdated warrants Julie asked about contacting Lori Norem if we have reason for no further action with warrant. Since we have some outdating DDS warrants paid to wrong vendor those are good examples to notify Lori with check number.
 - c. Jan will forward 2001 FUN training seminar example to all Financial for further input on training topics and interest.
4. Vendor employment status – affects directly personal attendants for Iowa City JC and Jyl has proactively communicate with Iowa City counselor who is gathering W-9s from the affected personal attendants so they will be paid direct rather than through U of I beginning CY 2018.
5. Infrastructure cost tracking- “one stop” to be written by field offices on invoices and Julie is designated to process those invoices. So far haven't seen any.
6. **Filing planning** –files to strategize for long term in-house filing. Follow up from individual file inventory done in Sept is that really no duplication found. Path:
\\Vrdsmsf2\ivrs\DSM\FISCAL\SHARED\Financial Staff Meeting Minutes\filing inventory 9 2017. Also, Jan sent a spreadsheet with idea on arranging the file cabinet banks. A goal discussed would be to use file cabinets in Fort Box rather than boxes. Another idea mentioned was placing boxes on shelving for long-term storage versus file cabinets. Accountants seem to prefer placing their older files in boxes rather than into other file cabinets. Accountants need to work on original contracts to archive with Carol. To continue planning discussion, will try to open spreadsheet to mark whether to box or file.
7. Round-robin current & upcoming projects/plans and who is involved- for example to help generate further information to share:
 - Jyl joining coordinating council for representing financial perspective with policy development.

- Making changes to some payments we've made with project search for occupational skills training to instructional training to pre-ETS. Marta has it set up in IRSS. Will be changes in IRSS and I/3 and unpaid authorizations affected.
 - SSA/TTW support for IDB - Julie and Jyl met with them to get going as IDB got behind a few years.
 - Marta increased REACH rates for 1/1/18 in IRSS for U of I.
 - Jyl shared about DDS - plans to add more and more to DCPS system and start to add exams and travel to spreadsheets. Adding new field for ID field for those in DCPS system as common identifier to eventually build in to IRSS.
 - Period of performance – lot more to do than what accountants mentioned. Lot of changes to put into effect. IRSS will need to be changed and payments already made will be changing. In EDGAR code of federal regulations outlines what it is for nonfederal agencies. Include chart with meeting notes for background.
 - Jyl working with IRSS plans for outward-facing site
 - Holly - new contracts & close out FFY16 contracts
 - Marta - renewing couple and close out letters sent pending response for FFY16 contracts. Preparing files. First FFY18 claim.
 - Tammara - post secondary tuition changes priority – spring academic terms loaded in IRSS. Cosmetology taking on individual basis and working with David on how handle. Brandy sending something out later this week with guidance after CORE reviews draft.
 - Lindsay- training with Bill to order forms and from OCIO print shop in the interim after Bill retires until his position is filled. Mentioned request to Tracie from Kathy S to add Brandy as part of SRC on exception to statewide policy.
 - Julie- working on TTW denied claims and we received over \$500,000. Congratulations to Julie who just got married. Last name change in process changing in systems.
 - Brian- balancing and CWs to task and will be orienting Holly to Control Book work in Dec.
 - Tracie- training with Bill on supplies for field offices.
 - Tracie is getting 20 contracts re-signed for period of performance and close outs.
 - Sarah has income offsets to catch up getting into database and operating files with different labels. Schedule tops books to get labeled. Help Josh catch up close casefiling.
 - Request R-450 meeting. Jyl will schedule.
8. Next meeting schedule and holiday lunch in December or January? Skip December staff meeting since it's the holiday. Decided on holiday lunch to be in January at Chicago Speakeasy. Just need to determine exact date.

Agenda ideas:

ECM - naming conventions & records retention

Workload issues - to balance?

Process ideas?

Staff spotlight for monthly briefing